



DC STARS Training Calendar

Training sessions and workshops

DC STARS Overview

DC STARS Overview is a pre-requisite for all DC STARS classes and workshops.

Required to receive a DC STARS user login (except teachers)

Description An introduction to the application's basic functionality including navigation, querying student data, roles within DC STARS and password management.

Targeted Audience All DC STARS users

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM Sessions 1 PM to 4 PM

Student Information Manager

Description Presents details of admitting, withdrawing and registering students.

Targeted Audience Registrars and Data Entry Personnel

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM

PM sessions 1 PM to 4 PM

DC STARS Open Workshop

Description Come get help on any topic of DC STARS: student schedules, attendance, mark entry, transcripts, enrollment, or topics you choose. There will not be a formal agenda or training for this workshop. This is your opportunity to ask questions requiring in-depth explanation or hands on help.

You must call the Workshop Hotline at (202) 724-2252 to reserve your space. If you do not reserve a space, you may be asked to come back on another date.

Target Audience All DC STARS users

Location 825 in the 5th Floor Computer Lab

Time 9 AM to 4 PM – Please call to verify time and make your appointment.

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

Training Sessions without a minimum enrollment of 4 persons, are subject to cancellation.



DC STARS Training Calendar

Point-of-Contact Elementary Report Card (ERC)

Description Personnel responsible for training/assisting teachers with elementary standards based mark entry are taught how to record marks for a class, for an individual student and how to print report cards. These designees are responsible for training/assisting teachers with elementary standards based mark entry. **Only offered to schools that signed up for the Elementary Report Card Pilot Program for 2nd term.** **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience POC designated by school principal.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

Point-of-Contact Mark Entry Refresher

Description Personnel responsible for training/assisting teachers with mark entry are taught how to record marks for a class, for an individual student and how to print a variety of mark reports. These designees are responsible for training/assisting teachers with mark entry. **Only the trained Point of Contact will be authorized to contact the DC STARS help desk for assistance.**

Targeted Audience POC designated by school principal.

Location 825, 5th Floor Computer Lab

Time AM Sessions 9 AM to 12 PM
PM Sessions 1 PM to 4 PM

NOTE: Registration for all classes are on a first-come, first-served basis. You must fax your request to the DC STARS Training Registrar at [202-442-5728](tel:202-442-5728) to attend any of the sessions; confirmations will be provided.

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STARS
Student Tracking and Reporting System

DC STARS Training Calendar

DC STARS Training Calendar January 2009					
Location	Monday	Tuesday	Wednesday	Thursday	Friday
All Days				1/1	1/2
825 5th floor				Holiday	
All Days	1/5	1/6	1/7	1/8	1/9
825 5th floor		Open Workshop Call 724-2252 for Reservations		POC Mark Entry Refresher PM	
All Days	1/12	1/13	1/14	1/15	1/16
825 5th floor	POC ERC Training AM	POC ERC Training AM	Open Workshop Call 724-2252 for Reservations	STARS Overview AM	Open Workshop Call 724-2252 for Reservations
	POC ERC Training PM	POC ERC Training PM			
All Days	1/19	1/20	1/21	1/22	1/23
825 5th floor	Holiday	Inauguration Day	Student Info Manager AM	Open Workshop Call 724-2252 for Reservations	
All Days	1/26	1/27	1/28	1/29	1/30
825 5th floor	Open Workshop Call 724-2252 for Reservations		Open Workshop Call 724-2252 for Reservations		

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Version Date: 01/09/09



Training Registration Form

Instructions:

1. Fill in the information requested. **PLEASE PRINT.**
2. For each class that you would like to attend, refer to the **Training Course Descriptions** and **Training Calendar** for the current class schedule. The class schedule can be found on the DC STARS website in the **Training Center**.
3. Fax your completed registration request to the training coordinator.
Fax #: [202-442-5728](tel:202-442-5728)

Training Participant:

First Name: _____ MI: _____ Last Name: _____
 School Name: _____ School Code: _____
 DCPS Email: _____ Phone Number: _____
 Position at School: _____

I am a new user and will need a DC STARS login ID. Yes _____ No _____

(If yes, contact the DC STARS Help Desk at [202-442-5725](tel:202-442-5725) to request **DC STARS Overview** training.)

Class Requests:

The training coordinator will attempt to enroll you in your first choice. However, since registration requests will be processed on a first-come, first-serve basis, we ask that you supply us with alternate(s) to attend if your first choice is full.

Course Name			First Choice		Second Choice		Third Choice	
<i>Example:</i> <i>DC STARS Overview</i>	Date	AM/PM	<i>4/07</i>	<i>AM</i>	<i>4/07</i>	<i>PM</i>	<i>3/3</i>	<i>AM</i>
		Location		<i>825</i>		<i>825</i>		<i>825</i>
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						
	Date	AM/PM						
		Location						

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